COMENDENTIAL

200257

MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING Wednesday, 20 February 1957

	Present:	C/MS - Chairman
	1. Minut	es of Previous Meeting
25X1	Meeting o	requested the Minutes of the Medical Staff Career Service Board f 13 February 1957 be amended to indicate the Training Evaluation viewed for GS-13, Medical Officer, was for his tion in the IOC rather than the Operations Support Course.
	2. Modif	ications of the Medical Staff Career Service Board Activities
	containing Career Set these rec	cting Executive Secretary presented the attached memorandum g his proposals for changing the procedures of the Medical Staff rvice Board Meetings. The Board Members unanimously approved commendations as presented.
	3. Assign	ments
25X1	a. informed 22 April 3	Medical Technician, GS-9. The Acting Executive Secretary the Members that a replacement for this position is required by 1957 and named the following as eligible candidates:
25	5X1	r., GS-8, Medical Technician -9, Medical Technician GS-8, Medical Technician GS-9, Instructor, Medical Technician (Fields) GS-9, Medical Technician GS-9, Medical Technician (Supply)
	All of the	e above individuals were queried regarding this assignment and
	the follow	ving have stated their willingness to accept the position:
	Messrs stated the	The Acting Executive Secretary also
	additional	for this position but was withdrawn from consideration for technical training before being assigned overseas. The Members
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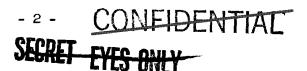
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25X1 25X1	nominated for this position provided a well-qualified replacement is named for him at This matter will be placed on the Agenda for a Meeting in the near future.
25X1	b. Medical Technician (Supply), GS-9. The Acting Executive Secretary stated the following individuals have been queried regarding this position:
25>	
25X1 25X1	Mr. had stated his desire to accept this position but Mr. 25X had declined because of personal circumstances and also because he did not feel that this assignment would further his career. C/MS asked that GS-9, Medical Technician, also be considered eligible
	for this position. The Board named Mr. as a candidate and the 25X Acting Executive Secretary will so inform him requesting that if he still does not wish to accept the assignment that he report his reasons in writing to the Chairman.
25X1 25X1 25X1	c. Medical Technician, GS-9. The Acting Executive Secretary informed the Members that GS-6, Medical Technician, has been nominated to this position. Since Mr. is currently on TDY at 25X he will be informed of this action by cable and opportunity will be provided for him to submit his views regarding the assignment by cable.
	4. Technician Procurement
	The Acting Executive Secretary asked the Board to advise him on the problem of recruitment of medical technicians inasmuch as the ratio of disqualifications is exceedingly high for this type of personnel.
	DC/MS recommended the Medical Staff seek authority to process technicians in a similar fashion as the procedure now utilized in the procurement of physicians; namely, having them report to Headquarters at Agency expense for pre-employment examination, interview, and polygraph. The

C/PCD presented a status report of his committee formed to investigate screening techniques devised, not only to determine technical qualifications, but also personality traits and adjustment factors.

Board voted to adopt this procedure and the Acting Executive Secretary was requested to investigate the matter with the Office of Personnel. However, the Personnel Placement Officer did not believe such investigation would be necessary and recommended the first case be processed in a routine manner and, if objections are voiced, then a formal authorization

The sources of procurement were discussed. Through experience, the Acting Executive Secretary stated, the best source has been through the



can be requested.

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Navy, specifically the discharged enlisted personnel with hospital training and experience. The Medical Staff Personnel Officer, on his recruitment trips, has used the facilities of the U. S. Employment Service. The following additional sources were suggested by the Members: graduating classes of technical schools, advertisements placed in technical journals, and alumni physicians who may know of technicians seeking this type of employment. The recruitment of male nurses was also discussed but it was agreed that, in the past, this source has not proven successful.

The rate of pay for the technicians was also discussed and it was agreed that, while the starting salary would seem to compare favorably with other Government agencies, investigation should be made as to the possibility of increasing the starting salary.

The Acting Executive Secretary thanked the Members for their helpful suggestions and will inform the Board of any problems encountered by the Personnel Officer during his forthcoming recruitment trip.

5. Miscellaneous

C/PCD informed the Board that the Office of Training had devised a 4-week course to be used in the training of our short-term physicians.

MS/mam

Distribution:

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18 February 1957

MEMORANDUM FOR: Chief, Medical Staff

Deputy Chief, Medical Staff

Chief, Program Coordination Division

Chief, Psychiatric Division

Chief, Technical Services Division

SUBJECT

: Recommendations - Medical Staff Career Service Board Activities

1. At the direction of the Chairman of the Medical Staff Career Service Board (MSCSB) a study concerning the types of actions considered in the past by the Career Service Board has been conducted and the following recommendations are offered for consideration.

2. Recommendations:

Inasmuch as the membership of the MSCSB is constituted by the most senior personnel in the Medical Staff, it is felt that certain types of actions should not require agenda status.

- a. It is recommended that the below types of actions be noted by the members of the MSCSB via an information sheet attached to the MSCSB agendas.
 - (1) Favorable Fitness Reports
 - (2) Favorable Training Evaluations
 - (3) Periodic Step Increases
 - (4) Assignment of clerical personnel below GS-6.

Any voting member of the MSCSB may call for agenda status of any of the above-noted items.

b. It is recommended that the types of items listed below be reviewed as agenda items by the Board and specific recommendations formulated for use by the Chief, Medical Staff.

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SUBJECT: Recommendations MSCSB Activities

- (1) Unfavorable Fitness Reports
- (2) Unfavorable Training Evaluations
- (3) Assignments (with the exception of para a (4) above)
 - (4) Promotions
 - (5) Pertinent Agency Regulations
 - (6) Medical Staff Personnel policies
- Technicians' Panel Comments and/or (7)Reports
 - Career Staff Applications (8)
 - Other items as necessary.
- c. Any member of the Medical Staff may suggest items for the MSCSB agendas.
- d. It is recommended that adoption of the above modifications for MSCSB actions be made.

25X1

Acting Executive Secretary Medical Staff Career Service Board

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